COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication establishes responsibilities, provides explanations, and confirms existing guidelines for the input and update of the Assignment Availability Codes (AACs) for which the Air Reserve Personnel Center (ARPC) is responsible.

This publication includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974. AUTHORITY: Title 10 U.S.C., Section 10204.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. **References:**
    1.1. AFI 10-401, *Mobilization Planning*
    1.2. AFI 36-2004, *Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*
    1.3. AFI 36-2115, *Assignments Within the Reserve Components*
    1.4. AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*
    1.5. AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*
    1.6. AFI 36-3207, *Separating Commissioned Officers*
    1.7. AFI 31-501, *Personnel Security Program Management*

2. **Policy:** ARPC inputs or updates AACs for Reserve members when the member is:
    2.1. Appointed/enlisted into the United States Air Force Reserve (USAFR).
    2.2. Released from extended active duty and assigned to ARPC.
    2.3. Reassigned from a participating Reserve position to ARPC.
    2.4. Reassigned from ARPC to a participating Reserve position.
    2.5. Assigned to ARPC (S7) and condition exists prohibiting assignment or mobilization.
    2.6 Any other initial gain to the USAFR not covered in paragraph 2.1 and 2.2.

2.7 Error is noted during quality review of data items.

2.8 An existing temporary AAC expires or is no longer required.

3.   General: USAFR members may have up to three AACs and corresponding AAC-EXPIRATION DATES on file at once. Updates described in paragraph 4 may be computer-generated or input manually. In the event a manual or computer-generated AAC rejects because three AACs are already on file for the individual, the office of primary responsibility (OPR) for the rejected code compares the priority of the rejected code to the priority of the codes on file **(Attachment 1)**. If the rejected code has a higher priority than an existing code, OPRs remove the lower priority code and replace it with the higher priority code. In the event an OPR does not agree with removing the lower priority code, the Assignment Programs Division (DPAP) resolves the dispute.

4. Update Procedures:

4.1. Code ND (OPR: DPAP): Identifies an officer commissioned after 30 September 1984, who does not possess a baccalaureate degree. Officers in this category are ineligible for Ready Reserve assignments.

4.2. Code NS (OPR: Personnel Readiness Division (DPAR)): Identifies members who fail to report for an Individual Ready Reserve (IRR) screening. During a push-pull screening, all no-shows are to be coded even though they fail to report only once. This code is computer-generated based on update of no-show code with a 1 year expiration date.

4.3. Code PE (OPR: Physical Standards Division (SGP)): Identifies members who fail to complete mandatory physical exams. Input manually by OPR with 8888 (indefinite) expiration. Does not preclude mobilization.

4.4. Code RA (OPR: Entitlements Branch (DPSSE)): Identifies the suspected or confirmed death of a member. It is input manually when the OPR receives notification that a member may be deceased. If the code has not been previously input, it is computer-generated with 8888 for expiration date upon processing of personnel transaction identifier (PTI) 996/999, confirming member's death. The code may also be input manually, with a future expiration date equal to the time the member can legally be declared dead, if CURR-MAIL-ADDR-STATUS equals 4.

4.5. Code RB (OPR: Separations Branch (DPPS)): Identifies a member being processed for discharge for derogatory (AFI 36-3209) or security (AFI 31-501) reasons. It is input manually by the OPR with a future suspense date equal to the date the case is expected to be finalized. For members reassigned to the Standby Reserve, it is computer-generated with expiration date 6 months from effective date of change of strength accountability (EDCSA) when Assignment Action Reason (AAR) code is SI. The expiration date can be extended by the OPR if necessary. It may not be input if another pending discharge code (RC, RI, RJ, RK) is in the system.

4.6. Code RC (OPR: DPPS): Identifies a member being processed for discharge for a medical reason (AFI 36-3209). It is computer-generated with an expiration date equal to RET-SEP-EFF-DT-PROJ when TIC AR977 includes RET-SEP-SDN-PROJ of G26, H26, or TIC BR977 includes RET-SEP-SDN-PROJ of J26, G26, H26. For members reassigned to Standby Reserve, it is computer-generated with expiration date 6 months from EDCSA when AAR code is SH. The expiration date can be extended by the OPR if necessary. It may also be input manually by the OPR with a future suspense date equal to the date the case is expected to be finalized. It may not be input if another pending discharge code (RB, RI, RJ, RK) is in the system.

4.7. Code RI (OPR: DPPS): Identifies a member being processed for discharge for a non-derogatory reason (AFI 36-3209). It is computer-generated with an expiration date equal to RET-SEP-EFF-DT-PROJ when TIC transactions include the following RET-SEP-SDN-PROJ codes:
    4.7.1. TIC AR977: KBK, KGX, KGL, KGM, KTP, KTQ, PGU, P29, KCQ, KTX (Airman)
    4.7.2. TIC BR977: FHC, QGQ, JBB, JGF, JGB, J61, JBC, GTS, FTY, FCL, FND, FTS (Officer)
It may also be input manually by the OPR with a future suspense date equal to the date the case is expected to be finalized. It may not be input if another pending discharge code (RB, RC, RJ, RK) is in the system.

4.8. Code RJ (OPR: DPPS): Identifies officers in the Inactive Status List Reserve Section (ISLRS) who are recommended for discharge as a result of 3 or more years in an inactive status. It is input manually or automatically generated and precludes the officer from being identified for screening more than once. Expiration date is the date the OPR expects the ISLRS discharge board action to be completed (normally 12 months). It may not be input if another pending discharge code (RB, RC, RI, RK) is in the system. It is deleted when AAC RU is input with a future expiration date or when PTI 957 is processed or if member is reassigned to a participating status.

4.9. Code RK (OPR: DPPS or DPAP): For transfers to another branch of the Armed Forces, DPPS manually inputs the code with a date 6 months in the future once the conditional release has been approved.
    4.9.1. TIC AR977: KGN, KTV, KGQ, MGQ (Airman)
    4.9.2. TIC BR977: QGY, QTV, MGQ (Officer)
DPAP is responsible for assignment to ANG only. It is computer-generated with an expiration date equal to RET-SEP-EFF-DT-PROJ when TIC transactions include the following RET-SEP-SDN-PROJ codes. It is automatically deleted when PTI 975 is input or manually with PTI 455.
    4.9.3. TIC AR977: MGQ (Airman)
    4.9.4. TIC BR977: MGQ (Officer)

4.10. Code RT (OPR: DPAP or Personnel Support Division (DPAF)): Identifies officers who have been assigned to ISLRS twice and are ineligible for assignment to a participating

status without an approved waiver from DPA. It is input manually by the OPR with 8888 (indefinite) expiration date.

4.11. Code RU (OPR: DPPS): Identifies officers who have been screened for discharge, but are retained in ISLRS. It is input manually by the OPR with an expiration date established by the OPR (normally 1 to 4 years from the date of input). It should not be input when another discharge action is pending (codes RB, RC, RI, RK). Code RJ is automatically deleted when code RU is input.

4.12. Code RW (OPR: DPAR): Identifies members who served on active duty under Title 10 U.S.C., Section 12302 (Partial Mobilization) in a combat zone authorized for payment of hostile fire pay as defined, DoDR 7000.14V5, *DoD Financial Management Regulation Volume 5*. Code is either manually input by OPR with an expiration date of 8888 or generated with an accession from active duty and the SPD-PREV-COMP is FBJ or MBJ with an expiration date of 8888. Specific guidelines are outlined in AFH 10-416, *Personnel Readiness and Mobilization*, table 6.3.

4.13. Code RX (OPR: DPAP): Identifies airmen not eligible for an assignment as a result of failure to successfully complete United States Air Force Academy (USAFA) or USAFA Preparatory School and non-prior service obligated airmen with less than 24 months extended active duty/active duty for training (EAD/ADT) that Headquarters Air Force Reserve has removed from a unit, but desires to retain until expiration term of obligation (ETO). It is computer-generated with an expiration date equal to ETO when TIC AR107 is input with ADN of 037.

4.14. Code SB (OPR: Directorate of Chaplain Individual Reserve Programs (HC); Staff Judge Advocate (JA); Directorate of Health Services Individual Reserve Programs (SG)): Identifies a member whose professional credentials are under review. OPR is responsible for updating expiration date.

4.15. Code SD (OPR: Customer Service Branch (DPSSA/B)): Identifies members for whom all attempts to locate have been exhausted. It is computer-generated with 8888 (indefinite) as the expiration date when CURR-MAIL-ADDR-STATUS is updated to 8 (invalid). This code and 8888 are automatically deleted when PTI 453 or PTI 458 process.

4.16. Code SE (OPR: Reserve of the Air Force Selection Board Secretariat (DPB)): Identifies officers in the grades of first lieutenant through major who have been twice deferred for promotion to the next higher grade and second lieutenants whose deferral of promotion has been approved by the Secretary of the Air Force (SAF). When GR-PERM-NR-PAS code 2 (twice deferred) is input with TIC BR 369, it is computer-generated with 8888 (indefinite) expiration date when GR-PERM is 02-04. It is also computer-generated with expiration date of EDCSA plus 2 years when TIC BR 201 processes and officer is assigned to Reserve Sections NA and NB and AAR is RG. It is input manually by the OPR for second lieutenants when promotion deferral has been approved by SAF. Refer to AFI 36-

2115, table 1.1, for further instructions regarding waivers. Updates and changes to this code are restricted to DPB.

4.17. Code R3 (OPR: DPAP): Identifies a member with less than 20 years of satisfactory service who has not been satisfactorily participating. Automatic deletion on expiration date and reassignment to a participating status.

4.18. Code SF (OPR: DPPS): Identifies officers who have reached maximum service. It is computer-generated with an 8888 (indefinite) expiration date when an officer's AFR-MAND-SEP-DT is less than the current date, when a member is assigned to AFR-SECTION-ID NC and with an accession from active duty and the SPD-PREV-COMP is LBB or LBC. This may also be used with assignment action reason RT when member has 20 satisfactory years of servcie for paid retirement and fails to earn points needed for retention and is assigned to AFR-SECION-ID RB. Officers in this category are ineligible for assignment.

4.19. Code SG (OPR: DPAF): Identifies non-prior service airmen who have been granted a temporary release from participating in Reserve training due to a temporary nonmilitary delay or religious obligation. It is computer-generated with input of TIC AR 201 with an expiration date 30 months from EDCSA for a member assigned to Reserve Section NA or NB and AAR is RX. It is also computer-generated when TIC AR092 processes and CONTRACT-RSN is G or H with expiration date of EDIGS plus 30 months. Mandatory reenlistment isn't required for nonobligated individuals.

4.20. Code SH (OPR: DPAP): Identifies officers involuntarily released from EAD. It is computer-generated when an officer is released from active duty with a RET-SEP-SDN-PROJ of LFF, LGB, LGH, LGK, LHH, LHK, or LNC with expiration date 8888 (indefinite). It is automatically deleted when the officer is reassigned from nonparticipating to a participating status. Eligibility must be verified before assignment action.

4.21. Code SL (OPR: DPAF): Identifies a Reserve officer who is also enlisted in the Regular Air Force. It is computer-generated when the officer transfers to the Reserve file from the active file with an SPD of FHC or MHC. It is computer-generated with expiration date 8888 (indefinite) when AAR code is RS. It is input manually by the OPR based on an action notice generated when a Regular airman enlists with ADN 006 or when found missing during the quarterly ATLAS Reconciliation of Dual Status officers. While assigned as an airman, an officer is not eligible for a Reserve assignment.

4.22. Code SM (OPR: DPAF): Identifies a key employee. Reservists identified by their employer, private or public, as filling key positions are key employees. Reservists in this category are monitored by DPAF when assigned to PAS S7 and by Individual Reserve Liaison Division (DPST) when assigned to NARS-ND. DPAF and DPST verify the members' key status on a recurring basis. These members are ineligible for reassignment to a participating status or mobilization until they are removed from key status by their employer. This code is input manually by DPAF with an indefinite expiration date.

4.23. Code SN (OPR: DPAF): Identifies a member who is an elected or appointed official of the Federal government. These reservists are monitored by DPAF when assigned to PAS S7 and by DPST when assigned to NARS-ND. DPAF and DPST verify the members' key status on a recurring basis. Members in this category are ineligible for reassignment to a participating status or mobilization until they are removed from key status. This code is input manually by DPAF. It is computer-generated when an officer leaves active duty with a RET-SEP-SDN-PROJ of FCK or MCK and when an airman leaves active duty or ANG with a RET-SEP-SDN-PROJ of MCK. TICs BR091 and AR091 automatically generate the code with an expiration date equal to effective date of initial gain to strength (EDIGS) plus 12 months. It is manually input by DPAF when AAR code is RI with an indefinite expiration date

4.24. Code SP (OPR: DPPS or DPAF): Identifies a member with a personal or community hardship. It is computer-generated with an expiration date 24 months after EDCSA when PTI 201 processes and assignment action reason is R6 or R9. It can be input manually by the OPR. DPPS inputs during mobilization only.

4.25. Code SQ (OPR: DPAP): This code encompasses a variety of nonqualifying factors and identifies a member who falls into such a category. It is manually input with an indefinite expiration date when used with AAR RK, SK and SD. It is computer-generated with 8888 expiration date when an officer is released from active duty with a RET-SEP-SDN-PROJ code of LFR. It is computer-generated with 8888 expiration date when an officer is released from the ANG with RET-SEP-SDN-PROJ of LDG. It can also be input manually by the OPR. Eligibility must be verified before assignment action.

4.26. Code SR (OPR: DPPS): Identifies members employed in a critical civilian occupation. Input manually by OPR based on criteria established at the time of the mobilization delay and exemption panel.

4.27. Code SS (OPR: HC or DPAF): Identifies individuals attending an accredited or recognized theological seminary in preparation for the ministry. It can be either computer-generated when the AAR code is RN with expiration date 12 months after EDCSA or input manually by the OPR. HC is responsible for chaplain candidates only.

4.28. Code SV (OPR: DPAP): Identifies members who possess military skills in excess of those required for a proper balance in the Ready Reserve and whose transfer has been directed by Headquarters United States Air Force. This code is input manually by the OPR or it is computer-generated with expiration date 12 months from EDCSA when AAR code is RD.

4.29. Code TB (OPR: DPB): Identifies members who have been promoted above the grade of major and must serve in an active status in that grade at least 3 years in order to retire in that grade. This code is input manually by the OPR or it is computer-generated with expiration date 3 years from promotion effective date.

4.30. Code TD (OPR: DPAF): Identifies members who have been permanently disqualified for a Selected Reserve assignment by an Air Force reserve recruiter. This code is input manually by the OPR with an indefinite expiration date.

NOTE: The following numerical AACs may be input by agencies other than ARPC:

4.31. Code 15 (OPR: DPPS): Identifies a member with a pending military or civil court action. The code and a corresponding expiration date are computer-generated when TICs BR091 and AR091 process. Members in this category are ineligible for assignment. HQ ARPC/DPPS inputs for IMA/PIRR members only.

4.32. Code 17 (OPR: DPPS): Identifies a member with a pending special Air Force Office of Special Investigations (AFOSI) investigation. The code and a corresponding expiration date are computer-generated when TICs BR091 and AR091 process. Members in this category are ineligible for assignment.

4.33. Code 31 (OPR: Physical Standards Division (SGP)): Identifies a member who has a medical deferment due to a temporary medical condition. The code and a corresponding expiration date are computer-generated when TICs BR091 and AR091 process. Members are not eligible for assignment until after the expiration date.

4.34. Code 75 (OPR: Medical Readiness and Incentives Division (SGX)): Identifies a forecasted accession to the Health Professions Scholarship Program (HPSP), with deferment from active duty. It is input by HQ AFPC/DPAME with TIC BR455 and expiration date updated.

4.35. Code 81 (OPR: SGP): Identifies a pregnant member. If in the record when the member is released from active duty, the code and the expiration date is automatically transferred to the AR and BR files when TICs AR091 and BR091 process. It is computer-generated with PTI 201 with expiration date 12 months after EDCSA when AAR code is R4 for members projected to Reserve sections RA and RD. The code and the expiration date (12 months from EDIGS) is also computer-generated for members transferred from the ANG with RET-SEP-SDN-PROJ code MDF when TICs BR092 and AR092 process. It is automatically deleted after the expiration date.

4.36. Code 82 (OPR: Incentives, Medical Readiness and Mobilization Division (SGX)): Identifies a Health Professional student deferred from active duty for the purpose of continuation of education in a specialty field. It is computer-generated when TIC BR 206 processes and the officer has an AAC of 83. Expiration date is updated by the OPR. Also, it is generated when TIC BR091 processes with SPD-PREV-COMP of FND or MND and assigned to AFR-SECTION-ID RC.

4.37. Code 83 (OPR: SGX): Identifies an HPSP student, deferred from active duty. It is computer-generated when an officer is gained to Reserve Section TA with TIC BRB08. Expiration date is updated by the OPR.

4.38.   Code 84 (OPR: SGX):   Identifies an Air Force Reserve Officer Training Corps (AFROTC) pre-HPSP student deferred from active duty. It is computer-generated when TIC BR206 processes and the officer has an AAC of 75. Expiration date is updated by the OPR.

4.39.   Code 93 (OPR: SGX):   Identifies AFROTC delay pending entry into Medical Professional Program. Expiration date is updated by the HQ AFPC/DPAME.

4.40.   Code 94 (OPR: SGX):   Identifies AFROTC delay attending Medical Professional Program. Expiration date is updated by the OPR.

4.41.   Code 95 (OPR: SGX):   Identifies a member on a leave of absence from HPSP and deferred from active duty. It is input manually by the OPR with TIC BR455. Expiration date is updated by the OPR.

4.42.   Code 96 (OPR: SGX):   Identifies an officer in HPSP who has been granted an extension in the program and deferred from active duty. It is input manually by the OPR with TIC BR455. Expiration date is updated by the OPR.

KIRK A. JAMISON
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Attachment 1—PRIORITIZED CODES

Attachment 1

PRIORITIZED CODES

PRIORITY	OPR	CODE	DESCRIPTION
1	DPSSE	RA	OFFICER-AIRMAN-DEATH
2	DPAF	TD	PERMANENT DISQUAL FOR SELECTED RESERVE
3	DPSSA/B	SD	NON-LOCATABLE
4	DPPS	RC	MEDICAL-DISCHARGE
5	DPPS	RB	DEROGATORY-SECURITY-DISCHARGE
6	DPPS	SF	MAXIMUM-SERVICE
7	DPAF	SG	TEMP-REL NONMIL DEL/RELIGIOUS OBLIGATION
8	DPAF	SM	KEY-EMPLOYEE
9	DPAF	SN	ELECTED-APPOINTED-OFFICIAL
10	DPB	TB	PROMOTED ABOVE MAJOR/LOST SELRES POSITION
11	HC or DPAF	SS	MINISTRY-STUDY
12	DPPS or DPAF	SP	PERSONAL-COMMUNITY-HARDSHIP
13	DPPS	SR	CRITICAL-CIVILIAN-OCCUPATION
14	DPAF or DPAP	SQ	NON-QUALIFIED
15	DPAF	SL	DUAL-STATUS
16	DPB	SE	DEFERRED-OFFICER
17	SGP	81	PREGNANT MEMBER
18	HC or JA or SG	SB	PROFESSIONAL CREDENTIAL REVIEW
19	DPAR	RW	HOSTILE FIRE
20	DPPS	15	PENDING MILITARY/CIVILIAN COURT ACTION
21	DPPS	17	PENDING SPECIAL AFOSI INVESTIGATION
22	SGX	75	ACCESSION-HPSP-A/D DEFERMENT
23	SGX	82	HEALTH PROF STUDENT-A/D DEFERMENT
24	SGX	83	HPSP STUDENT-A/D DEFERMENT
25	SGX	84	ROTC PRE-HPSP STUDENT A/D DEFERMENT
26	SGX	94	ROTC DELAY ATTENDING MED PROF PROGRAM
27	SGX	93	ROTC DELAY PEND ENTRY MED PROF PROGRAM
28	SGX	95	LV OF ABS HPSP A/D DEFERMENT
29	SGX	96	EXTENSION HPSP A/D DEFERMENT
30	SGP	31	MEDICAL DEFERED TEMPORARY MED CONDITION
31	DPPS	RI	NON-DEROGATORY-DISCHARGE
32	DPAP	SH	EAD-INVOLUNTARY-RELEASE
33	DPPS	RJ	ISLRS-DISCHARGE
34	DPPS	RU	ISLRS-RETENTION
35	DPAP	RX	FAILURE TO COMPLETE USAFA PROGRAMS
36	DPAP	SV	MILITARY SKILLS EXCESS TO READY RESERVE
37	DPAP	ND	OFFICER WITHOUT DEGREE
38	DPPS or DPAP	RK	CONDITIONAL RELEASE
39	DPAP or DPAF	RT	TWICE-ISLRS
40	DPAP	R3	UNSATISFACTORY-PARTICIPATION
41	DPAR	NS	IRR SCREENING NO SHOW
42	SGP	PE	FAILURE TO COMPLETE 4 YEAR PHYSICAL